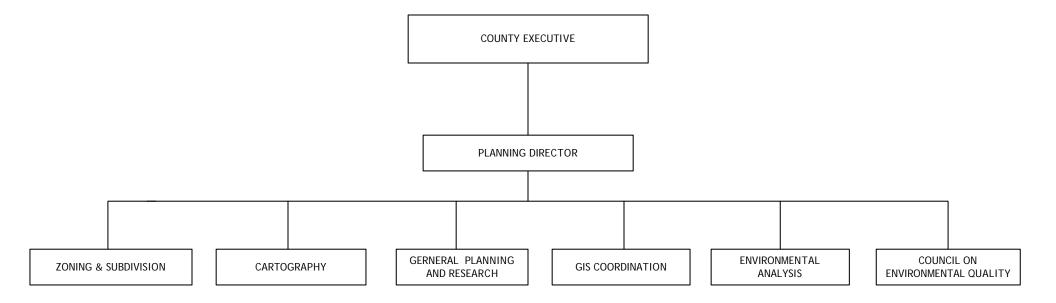
COUNTY OF SUFFOLK ANNUAL BUDGET
ORGANIZATIONAL CHART
DEPARTMENT: PLANNING



Departmental Mission

The mission of the Planning Department is two-fold. The Planning Division seeks to provide professional planning services to a multitude of Suffolk County agencies and outside entities such as towns, villages and school districts. The Real Estate Division seeks to purchase environmentally sensitive properties on behalf of Suffolk County and to sell surplus property at county auctions. The Division is recommended to be transferred to the new Department of Economic Development and Workforce Housing.

Department Description

The Planning Department has the following responsibilities:

- Planning and Program Administration of Suffolk County's Open Space Program.
- Administration of Suffolk County's Farmland Protection Program. The department provides services to identify farms to be considered for acquisition by the Farmland Committee, seeks grants for the purchase of development rights, and manages the acquisition program.
- Manages Suffolk County's "Smart Growth Policy." The department provides recommendation for the implementation of Smart Growth at the county level.
- Administers Suffolk County's Affordable Housing Program, which is recommended to be transferred to the new Department of Economic Development and Workforce Housing.
- Provides services to statuary Boards including the Suffolk County Planning Commission, Council of Environmental Quality, and the Farmland Committee. Staff assistance to the Long Island Regional Planning Board is also provided.
- Provides a multitude of Real Estate and Land Management services. These include the disposition of
 parcels that are determined to be surplus, acquisitions including condemnation for highway purposes as
 well as negotiated Open Space acquisition. These functions are recommended to be transferred to the

new Department of Economic Development and Workforce Housing except for condemnations which are being moved to the Department of Public Works.

• Preparation of the Official Map.

Activities and Accomplishments

✓ Through the first seven months of 2004 the Real Estate Division has acquired 321 acres, is in contract for an additional 210 acres, and has accepted offers on 740 acres of land.

2004 Real Estate Acquisitions (in Acres)								
PROGRAMS (MAJOR)	CLOSINGS	IN CONTRACT	ACCEPTED OFFERS					
DRINKING WATER	5.0	18.47	69.7					
FARMLAND	1.0	76.84	37.0					
GREENWAYS PARKLAND	-	-	23.54					
GREENWAYS FARMLAND		32.2	22.0					
14% PAY AS YOU GO-OPEN SPACE	20.14	0.25	507.58					
14% PAY AS YOU GO-FARMLAND	125.88	-	30.4					
MULTI-FACETED LAND PRESERVATION	21.54	67.68	49.86					
TOTAL EST: ALL 1/1/04-7/30/04	\$12.8 MILLION	\$6.2 MILLION	\$33.1 MILLION					

✓ A sampling of the Planning Department's workload is seen in the chart below:

PLANNING: GENERAL	2001	2002	2003	2004 (Est.)
Subdivision Referrals	193	152	200	220
Zoning Actions	1,651	2,100	2,150	2,200
Cartographic				
Non-Dept. Blueprint Req.	30	125	35	35
Non-Dept. Project Req.	200	200	200	200
Reviewing Tax Parcels Sale	850	1,075	1,000	1,000
Demographic Requests	2,269	2,447	2,250	2,250

COUNCIL ON ENVIRONMENTAL QUALITY	2001	2002	2003	2004 (Est.)
Environmental Project Review	70	68	60	60
Industrial Development Actions	20	46	20	20
Legislative Resolutions Reviewed	2,056	2,342	2,300	2,300

2005 Executive Recommendations

I am proposing a budget of \$2,062,644 for the Department of Planning for fiscal year 2005. This represents a decrease of \$3,041,092 primarily due to the transfer of the Real Estate positions to the newly created Department of Environment and Energy. Major recommendations are as follows:

- ✓ Create a new Geographical Information Systems Coordinator (Grade 28) title within the Planning Department. This position will be responsible for planning, organizing and coordinating all GIS functions throughout the county to ensure the most efficient use of resources and avoid duplication of development efforts within the various county departments.
- ✓ Abolish two positions within the Division of Real Estate as part of the organizational realignment of the Division: Assistant Director of Real Estate and Property Management Administrator.
- ✓ Transfer three filled positions from the Division of Real Estate to the Department of Public Works, Highway Engineering Division, to reestablish the Condemnation Unit. The three positions transferred are as follows: General Real Estate Appraiser, Land Management Specialist VI, and Senior Clerk Typist.
- ✓ Abolish five earmarked positions within Division of Real Estate which are recreated within the new Department of Environment and Energy in their correct titles. The five earmarked positions abolished are as follows: two Land Management Specialists V and three Land Management Specialists I.
- ✓ Transfer all the remaining positions within the Division of Real Estate to the new Division of Real Property, Acquisition and Management within the Department of Environment and Energy.
- ✓ Transfer four additional positions from the Department of Planning to the new Department of Environment and Energy: Chief Environmental Analyst, Senior Clerk Typist, Clerk Typist, and Farmland Administrator.
- ✓ Transfer the Director of Affordable Housing to the Department of Economic Development and Workforce Housing.
- ✓ Transfer Condemnation Unit to the Department of Public Works.

COUNTY	OF SUFFOLK
ANNUAL	BUDGET

DEPARTMENT Planning FUND 001

Planning or

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDA	2005 ATED 'M' REQUESTED	2005 RECOMMENDED	2005 ADOPTEI
4,725,053	5,103,736	9,647,670	Planning GRAND TOTAL	5,418,585	2,062,644	(
2,695,539	3,016,633	2,785,631	001 - PLN - 1361 - REAL ESTATE	3,166,090	0	
2,335,589	2,490,170	2,366,830	1 000 PERSONAL SERVICES	2,665,375	0	
0	0	24,083	1020 - Terminal Vacation Pay	0	0	
0	0	10,490	1050 - Terminal Sick Leave Payments	0	0	
36,400	39,950	40,800	1060 - Longevity Pay	40,100	0	
459	0	0	1080 - Retro & Vacation Pay	0	0	
2,298,378	2,448,220	2,290,957	1100 - Permanent Salaries	2,623,275	0	(
352	2,000	500	1120 - Overtime Salaries	2,000	0	+
21,614	49,375	44,190	2 000 EQUIPMENT	29,800	0	
8,476	5,000	4,750	2010 - Furniture & Furnishings	25,000	0	(
13,138	44,375	39,440	2020 - Office Machines	4,800	0	(
43,242	73,138	62,079	3 000 SUPPLIES, MATERIAL & OTHER EXP	91,415	0	(
7,184	7,000	6,650	3010 - Office Supplies	8,000	0	
2,373	4,000	3,300	3030 - Photostat, Photograph & Blueprints	4,000	0	
0	5,000	4,750	3040 - Outside Printing	7,000	0	!
1,853	1,000	950	3080 - Research & Law Books	1,850	0	
2,857	9,528	7,500	3160 - Computer Software	3,000	0	
8,130	3,000	2,850	3500 - Other: Unclassified	5,000	0	
11,768	12,110	11,504	3510 - Rent: Business Machines & Sys	12,000	0	
2,856	3,500	4,825	3610 - Repairs: Office Equipment	2,565	0	
2,267	5,000	4,750	3650 - Repairs: Buildings	20,000	0	
3,955	23,000	15,000	3770 - Advertising	28,000	0	
295,094	403,950	312,532	4 000 CONTRACTUAL EXPENSES	379,500	0	1
74,646	75,000	71,250	4050 - Utility & Other Expense On Rent	85,000	0	
0	150	142	4320 - Meals: Employee A.M.E. Contract	250	o	
343	700	665	4330 - Travel: Employee Contracts	750	0	ı
0	500	475	4360 - Employee Training Travel	12,000	0	(
20,144	127,600	50,000	4560 - Fees For Services: Non-employee	81,500	0	;
199,961	200,000	190,000	4730 - Expenses On Property Acquisiti	200,000	0	
1,852,031	1,927,446	1,873,623	001 - PLN - 8020 - PLANNING	2,093,999	1,891,535	
1,774,107	1,851,218	1,818,994	1 000 PERSONAL SERVICES	2,002,031	1,810,467	(
0	0	1,118	1020 - Terminal Vacation Pay	0	0	(

DEPARTMENT Planning FUND

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2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	M	(ANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
0	0	11	1050 - Terminal Sick Leave Payments		0	0	0
24,100	26,700	28,850	1060 - Longevity Pay		24,500	24,500	0
38	0	0	1080 - Retro & Vacation Pay		0	133,552	0
1,749,969	1,821,518	1,789,015	1100 - Permanent Salaries		1,974,531	1,649,415	0
о	3,000	0	1130 - Temporary Salaries		3,000	3,000	0
27,611	14,400	13,680	2 000 EQUIPMENT		27,500	27,500	0
8,541	0	0	2020 - Office Machines		0	0	0
19,070	14,400	13,680	2500 - Other Equipment Not Otherwise		27,500	27,500	0
37,934	55,230	34,681	3 000 SUPPLIES, MATERIAL & OTHER EXP		52,468	46,568	0
2,263	3,200	2,200	3010 - Office Supplies		3,040	3,040	0
0	300	285	3030 - Photostat, Photograph & Blueprints		285	285	0
91	750	200	3040 - Outside Printing		712	712	0
1,393	2,200	1,200	3070 - Memberships & Subscriptions		2,090	2,090	0
0	500	475	3080 - Research & Law Books		475	475	0
0	1,000	950	3160 - Computer Software		950	950	. 0
7,509	10,280	9,071	3500 - Other: Unclassified		9,766	9,766	0
26,679	35,000	18,950	3610 - Repairs: Office Equipment		32,700	27,700	0
0	0	450	3650 - Repairs: Buildings		550	550	0
0	2,000	900	3770 - Advertising		1,900	1,000	0
12,379	6,598	6,268	4 000 CONTRACTUAL EXPENSES		12,000	7,000	0
758	1,098	1,043	4330 - Travel: Employee Contracts		1,000	1,000	0
663	500	475	4340 - Travel: Other		1,000	1,000	0
7,313	5,000	4,750	4560 - Fees For Services: Non-employee		10,000	5,000	0
3,645	0	0	4980 - Contracted Agencies		0	0	0
63	0	0	001 - PLN - 8029 - LONG ISLAND SOUND STUDY		0	0	0
63	0	0	4 000 CONTRACTUAL EXPENSES		0	0	0
55	0	0	4330 - Travel: Employee Contracts		0	0	0
8	0	0	4340 - Travel: Other		o	0	0
158,233	159,657	159,657	001 - PLN - 8030 - PLANNING: ENVR QUALITY C	COUNCIL	158,496	171,109	0
155,705	156,324	156,324	1 000 PERSONAL SERVICES		155,163	167,776	0
4,050	4,050	4,050	1060 - Longevity Pay		4,050	4,050	0
0	0	0	1080 - Retro & Vacation Pay		0	12,613	0
151,655	152,274	152,274	1100 - Permanent Salaries		151,113	151,113	0

COUNTY	OF SUFFOLK
ANNUAL	BUDGET

DEPARTMENT Planning FUND

001

					001	
2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATE	2005 ED 'M' REQUESTED	2005 RECOMMENDED	2005 ADOPTED
2,528	3,083	3,083	3 000 SUPPLIES, MATERIAL & OTHER EXP	3,083	3,083	0
851	883	883	3010 - Office Supplies	883	883	0
0	100	100	3040 - Outside Printing	100	100	0
75	200	200	3070 - Memberships & Subscriptions	200	200	0
0	150	150	3080 - Research & Law Books	150	150	0
o	300	300	3160 - Computer Software	300	300	0
1,466	1,200	1,200	3500 - Other: Unclassified	1,200	1,200	0
135	250	250	3610 - Repairs: Office Equipment	250	250	0
0	250	250	4 000 CONTRACTUAL EXPENSES	250	250	0
0	250	250	4340 - Travel: Other	250	250	0
12,187	0	721,200	176 - PLN - 1422 - Special Services	0	0	0
12,187	0	721,200	4 000 CONTRACTUAL EXPENSES	0	0	0
4,250	0	0	4770 GBX1 - Special Services-TOWN OF SOUTHAMPTON	0	0	0
1,508	0	721,200	GBW1 - Special Services-TOWN OF SOUTHOLD	0	0	0
4,918	0	0	GBV1 - Special Services-TOWN OF RIVERHEAD	0	0	0
1,512	0	0	GBZ1 - Special Services-TOWN OF EASTHAMPTON	0	0	0
7,000	0	4,107,559	176 - PLN - 1423 - Special Services	0	0	0
7,000	0	4,107,559	4 000 CONTRACTUAL EXPENSES	0	0	0
7,000	. 0	4,107,559	4770 GDX2 - Special Services-TOWN OF ISLIP	0	0	0

AUTHORIZED STAFF

DEPARTMENT PLANNING **FUND**

GENERAL FUND

FUNCTION

HOME AND COMMUNITY SERVICES

POSITION TITLE	GR	2004 MODIFIED	2005 Requested	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS: ALL FUNDS TOTAL PERMANENT POSITIONS: GENERAL FUND 01-8020-PLANNING		75 75 26	76 76 27	26 26 24	
0100-ADMINISTRATION		6	5	6	
PLANNING DIRECTOR DEPUTY PLANNING DIRECTOR CHF ENVIRONMENTAL ANALYST ASST TO PLANNING DIRECTOR HEAD CLERK SECRETARY SECRETARIAL ASSISTANT ACCOUNT CLERK/TYPIST CLERK TYPIST	40 36 33 25 18 17 17 11	FROM 01-1361-1300 FROM 01-8020-0500 1 1	TO 01-1361-1300 TO 01-8020-0600 TO 01-1361-1300	1 0 T0 47-8210-1000 1 1 1 1 1 T0 01-8715-0100	
0200-CARTOGRAPHIC/ G.I.S.		4	4	4	
CARTOGRAPHER (PLANNING) ASST CARTOGRAPHER (PLANNING) COMP GRAPHICS MAP SPECLST LAND MANAGEMENT SPCLST I	30 24 20 13	1 1 1 1	1 1 1 1	1 1 1 1	
0300-ZONING AND SUBDIVISION		5	6	6	
CHIEF PLANNER CHIEF PLANNER PRINCIPAL PLANNER SENIOR PLANNER PLANNING AIDE SENIOR CLERK TYPIST	33 33 28 24 17	1 FROM 01-8020-0400 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	
0400-GENERAL PLANNING & LAND USE		5	5	4	Section 1
CHIEF PLANNER PRINCIPAL PLANNER PRIN RESEARCH ANALYST SENIOR PLANNER SENIOR CLERK TYPIST	33 28 28 24 12	1 1 1 2 FROM 01-8030-1000	TO 01-8020-0300 1 1 2 1	TO 01-8020-0300 1 1 2 0	

AUTHORIZED STAFF

DEPARTMENT PLANNING FUND GENERAL FUND

FUNCTION HOME AND COMMUNITY SERVICES

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-8020-PLANNING (CONT) 0500-RESEARCH	TO THE PROPERTY OF THE PROPERT	2	2	0	
DIR OF AFFORDABLE HOUSING SECRETARY	33 17	1 1	1 1	T0 01-6410-0100 T0 01-8020-0100	
0600-ENVIRONMENTAL ANALYSIS		3	4	3	
CHF ENVIRONMENTAL ANALYST PRINCIPAL PLANNER SECRETARIAL ASSISTANT	33 28 17	1 2 FROM 01-8020-0100	1 2 1	1 2 0	
0700-PINE BARRENS REVIEW		1	1	0	
FARMLANDS ADMINISTRATOR	28	1	1	TO 01-8740-1000	
0800-GEO DATA BASE GEOGRAPHIC INFO SYSTEMS COORD	28	 0	 0	1 1 1 N(01)	
TOTAL COST OF POSITIONS PLUS SALARY ADJUSTMENT PLUS NEW POSITIONS PLUS TRANSFERS IN LESS ABOLISHED POSITIONS LESS TRANSFERS OUT LESS ESTIMATED TURNOVER SAVINGS OTHER ADJUSTMENTS NET APPROPRIATION			\$1,865,675 3,695 82,264 206,892 0 203,126- 0 19,131+ \$1,974,531	\$1,865,675 3,695 60,528 183,692 0 426,004- 38,171- 0+ 	

AUTHORIZED STAFF

DEPARTMENT PLANNING
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1361-REAL ESTATE		46	47	0	
1300-ADMINISTRATION DIRECTOR OF REAL ESTATE ASST DIRECTOR OF REAL ESTATE GENERAL REAL ESTATE APPRAISER OFFC SYSTEMS ANALYST IV ASST TO PLANNING DIRECTOR HEAD CLERK SECRETARIAL ASSISTANT LAND MANAGEMENT SPCLST I SENIOR CLERK TYPIST CLERK TYPIST	35 33 32 28 25 18 17 13 12	7 1 1 1 1 1 FROM 01-8020-0100 1 FROM 01-1361-1350 1 FROM 01-8020-0100	8 1 1 TO 01-1361-1320 1 1 TO 01-8020-0100 1 1	0 T0 01-8715-0100	
1310-APPRAISAL REVIEW PPTY MANAGEMENT ADMIN LAND MANAGEMENT SPCLST VI LAND MANAGEMENT SPCLST V LAND MANAGEMENT SPCLST V LAND MANAGEMENT SPCLST I SENIOR CLERK TYPIST	31 31 27 27 13 12	FROM 01-1361-1320 1 FROM 01-1361-1330 1 1	4 1 1 1 1 T0 01-1361-1320 T0 01-1361-1320	0 0 T0 01-1490-0207 0 A(01) 0 A(01) T0 01-1490-0207	
GENERAL REAL ESTATE APPRAISER PPTY MANAGEMENT ADMIN LAND MANAGEMENT SPCLST V LAND MANAGEMENT SPCLST V LAND MANAGEMENT SPCLST III LAND MANAGEMENT SPCLST I LAND MANAGEMENT SPCLST I CAND MANAGEMENT SPCLST I CHARLES TO THE SPCLST I CLERK TYPIST	32 31 27 27 19 13 13 11 09	9 FROM 01-1361-1300 1 1 FROM 01-1361-1310 4 FROM 01-1361-1310 1 1	11 1 TO 01-1361-1310 1 4 1 1 1	0 0 A(01) 0 A(01) 0 A(01) 0 TO 01-8715-0200 TO 01-8715-0200 TO 01-8715-0200 TO 01-8715-0200	

AUTHORIZED STAFF

DEPARTMENT PLANNING FUND GENERAL FUND FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1361-REAL ESTATE (CONT) 1330-RENTAL AND INVENTORY		7	7	0	
LAND MANAGEMENT SPCLST V LAND MANAGEMENT SPCLST V CLERK OF THE WORKS ASST REAL ESTATE AGENT LAND MANAGEMENT SPCLST II SENIOR LEGAL STENOGRAPHER LAND MANAGEMENT SPCLST I MICROFILM OPERATOR	27 27 23 23 16 14 13 09	 1 1 1 1 1 1 1 FROM 01-1361-1340	 1 TO 01-1361-1310 1 1 1 1	T0 01-8715-0300 T0 01-8715-0300 T0 01-8715-0300 T0 01-8715-0300 T0 01-8715-0300 T0 01-8715-0300 0 A(01)	
1335-ACCOUNTING PRINCIPAL ACCOUNTANT	28	5 	5 1	0 T0 01-8715-0400 T0 01-8715-0400	
ACCOUNT CLERK/TYPIST ACCOUNT CLERK CLERK TYPIST	11 11 09	2 1 1	2 1 1	T0 01-8715-0400 T0 01-8715-0400 T0 01-8715-0400	
1340-AUCTION AND DIRECT SALES		6	6	0	
LAND MANAGEMENT SPCLST VI LAND MANAGEMENT SPCLST IV LAND MANAGEMENT SPCLST II LAND MANAGEMENT SPCLST I MICROFILM OPERATOR	31 22 16 13 09	1 1 1 FROM 01-1361-1350 3 1	1 1 1 3 TO 01-1361-1330	T0 01-8715-0500 T0 01-8715-0500 0 T0 01-8715-0500 T0 01-8715-0300	
1350-REDEMPTIONS		6	4	0	
LAND MANAGEMENT SPCLST V ASST REAL ESTATE AGENT LAND MANAGEMNT SPCLST III LAND MANAGEMENT SPCLST II LAND MANAGEMENT SPCLST I CLERK TYPIST	27 23 19 16 13	1 1 1 1 1 1	TO 01-1361-1340 TO 01-1361-1300	TO 01-8715-0600 TO 01-8715-0600 TO 01-8715-0600 TO 01-8715-0500 O A(01) TO 01-8715-0600	
1360-ABSTRACTS		2	2	o	
PRINCIPAL TITLE SEARCHER TITLE SEARCHER	21 13	1 1	1 1	TO 01-8715-0700 TO 01-8715-0700	

AUTHORIZED STAFF

DEPARTMENT PLANNING
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
O1-1361 REAL ESTATE (CONT) TOTAL COST OF POSITIONS PLUS SALARY ADJUSTMENT PLUS NEW POSITIONS PLUS TRANSFERS IN LESS ABOLISHED POSITIONS LESS TRANSFERS OUT LESS ESTIMATED TURNOVER SAVINGS OTHER ADJUSTMENTS			\$2,505,612 8,381 0 512,669 0 486,379- 0 82,992+	\$2,505,612 8,381 0 0 392,922- 2,121,071- 0 0+	
NET APPROPRIATION			\$2,623,275	\$0	
	HONESCONO CONTRACTOR SECURITY				

AUTHORIZED STAFF

DEPARTMENT PLANNING FUND GENERAL FUND

FUNCTION HOME AND COMMUNITY SERVICES

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-8030-ENVIRONMENTAL QUALITY COUNCIL		3	2	2	
1000-ENVIRONMENTAL QUALITY COUNCIL		3	2	2	
CHF ENVIRONMENTAL ANALYST PRINCIPAL CLERK SENIOR CLERK TYPIST	33 14 12	1 1 1	1 1 1 TO 01-8020-0400	1 1 TO 01-8200-1000	
TOTAL COST OF POSITIONS PLUS SALARY ADJUSTMENT PLUS NEW POSITIONS PLUS TRANSFERS IN LESS ABOLISHED POSITIONS LESS TRANSFERS OUT LESS ESTIMATED TURNOVER SAVINGS OTHER ADJUSTMENTS NET APPROPRIATION			\$182,561 1,392- 0 0 30,056- 0 0+ 	\$182,561 1,392- 0 0 30,056- 0 0+ 	

Reclassifications

Modification	Dpt/Fd/App/Unit/Pos	Deletion	Dpt/Fd/App/Unit/Pos	Addition
#	CODE	OLD TITLE	CODE	NEW TITLE
R 45-2004	PL 01 1361 1335 0201	Account Clerk	PL 01 1361 1335 0255	Clerk Typist

Earmarks

Modification	Dpt/Fd/App/Unit/Pos	Deletion	Dpt/Fd/App/Unit/Pos	Addition	
#	CODE	OLD TITLE	CODE	NEW TITLE	
E 177-2004	PL 01 1361 1310 0110	Land Management Specialist V	PL 01 1361 1310 0110	Senior Appraisal Reviewer	
E 178-2004	PL 01 1361 1310 0159	Land Management Specialist I	PL 01 1361 1310 0159	Appraisal Reviewer	
E 179-2004	PL 01 1361 1320 0014	Land Management Specialist V	PL 01 1361 1320 0014	Appraisal Reviewer	
E 180-2004	PL 01 1361 1350 0585	Land Management Specialist I	PL 01 1361 1350 0585	Office Systems Technician	
E 181-2004	PL 01 1361 1330 0600	Land Management Specialist I	PL 01 1361 1330 0600	Map and Coordinate Supervisor	
E 182-2004	PL 01 8020 0100 0045	Secretarial Assistant	PL 01 8020 0100 0045	Environmental Planner	